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8 MAY 1957

MEMORANDUM FOR: Assistant Executive Officer

SUBJECT: Comments on Your Memorandum, dated 23 April 1957, Subject: Reduction of Administrative Workload.

REFERENCE: 25X1A9A Memorandum for D/Pers, from Mr. [redacted] dated 22 April 1957, Subject: Reduction of Administrative Workload

The following comments are submitted in connection with the sections of reference pertaining to the functions of the Contract Personnel Division:

1. Suggestions relating to Contract Employees and Staff Agents.

(a) With respect to Contract Employees, for some time there has been a considerable degree of uniformity in the terms of such contracts inasmuch as Contract Employee benefits are in the main governed by statute and Government Regulations. The two areas which allow for latitude are compensation and leave, and as we have noted on previous occasions, the FE Division has had the authority to move in the direction of standardization at any time it wishes to do so. It may be assumed by the fact that they have not taken this step that they do not desire uniformity among the stations in these particular areas. It may be noted that the proposed Regulation [redacted] and HB [redacted] will be useful to the field in this regard, although the proposed issuances will not establish new limitations on the Station Chief's authority in respect to contractual terms.

(b) With respect to delegating authority to Station Chiefs to amend Staff Agent "contracts", it should be noted in the first instance that the Staff Agent Letters of Appointment are not "contracts". Further, there appears to be no justification whatsoever for delegating authority to the station to amend such Letters, mainly because the provisions thereof normally remain constant throughout an individual's tour, and if changes are made, they are

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of sufficient importance to be handled by Headquarters. It is clear that what is behind this particular comment is the [] for personnel in [] which is a unique situation and one almost certain to be altered through the conversion of Staff Agents at that station to Staff Employees. The policy of Headquarters' control of [] is one that has been discussed over a period of time and, generally speaking, the elements in favor of retaining Headquarters' control continue to predominate.

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(c) Relating to the comment that the 'Headquarters' Contracting Section' should respond 'more promptly, clearly, and consistently' to queries from the field, it is hardly necessary to note that correspondence with the Field is through the Area Division concerned, both with respect to the timing and substance of correspondence. The Contract Personnel Division has always given priority to providing assistance to the Area Divisions in connection with problems and correspondence from the field. But we do not have the final word as to the drafting of the reply nor as to the time of dispatch.

2. Suggestions relating to Letters of Authorization for Detailed Military Personnel.

It is pertinent in this connection to mention that the procedure for documenting detailed military personnel is currently being restudied with a view to eliminating individual Letters of Authorization for the bulk of our military personnel. Without going into detail here, it may be indicated that the alternative procedure would involve either revising Agency Regulation [] or adding a supplement to it, which would include a statement of the various entitlements of detailed military personnel and the provision that any military detail, to whom the standard entitlements and benefits pertain, read the regulation prior to his departure from Headquarters and sign an appropriate form indicating that he had read and understood what his entitlements were. The Field station would be advised that the individual had read and signed by means of a brief indication in the ETA cable. This would constitute sufficient authorization for

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the Field Finance Officer to make payments to the individual. Only in special cases would individual Letters of Authorization be drafted and executed. In view of this development, it is considered unnecessary to comment on the specific benefits cited.



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Chief, Contract Personnel Division

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